


Program Action Plan Template

Program: Resource Development (Grants)		Date: 5/19/2020	Submitted By: Peter Lawson
Action Item 1	Add Personnel Capacity		
Proposed Action	Complete hiring of Grants Assistant Position		
Responsible Party	Director (Peter)		
Success Criteria	Hiring and successful onboarding of a highly qualified candidate to provide additional capacity for the department-particularly in the areas of procurement and current grant maintenance support		
Resources	General Fund Budget for remainder of FY 19.20 and FY 20.21		
Timeline	Completed (04.01.2020 Start)		
Action Item 2	Provide Additional Departmental Transparency-especially around opportunity fit with institutional strategic plan		
Proposed Action	Reformat Grants SharePoint with general accessibility in mind, Revise Dept. Goals for better Strategic Alignment, Clarify Departmental Budget Needs/expense categories		
Responsible Party	Director (Peter)		
Success Criteria	Activities are more clearly tracked and delineated		
Resources	IS/SharePoint		
Timeline	Part One-"Icons" added to page for more directed links and an activity tracker document added for more visibility in "Work In Progress"/procurement section-including Strategic Plan and Initiative references (COMPLETED) Part Two-Revised Departmental Goals (with better alignment to KCC Strategic Plan) submitted to Tom. N. (COMPLETED). 3. Budget Clarification-Departmental Budget Presentation for FY 20.21 made February 2020. Additional clarity provided around travel and training line items (COMPLETED)		
Action Item 3	Campus Stakeholder Engagement		
Proposed Action	Implementation of an Advisory Council/Committee and regular "innovation hour" conversations with campus colleagues placed on hold during Covid19 Crisis Response		
Responsible Party	Director (Peter)		
Success Criteria	Advisory informs procurement process and priorities, provides additional oversight and transparency around departmental activity, needs, and success		
Resources	Peer capacity to engage in meetings		
Timeline	Continuing		

Signatures:


Department or Program Lead

5/19/2020
Date


Cabinet Representative

5/19/2020
Date

